

# ***NIST Technicalendar***

## **UNITED STATES DEPARTMENT OF COMMERCE**

Technology Administration

National Institute of Standards and Technology

Gaithersburg, Maryland 20899-0001

---

The *NIST Technicalendar*, issued each Friday, covers scheduled events which are of interest primarily to the NIST staff. All boxed items/notices for inclusion should be in WordPerfect 5.1, 6.1, or ASCII format and MUST be received by 12:00 NOON each Wednesday unless otherwise stated in the *NIST Technicalendar*. Items for inclusion and requests for copies of this calendar should be sent to Ms. Sharon Mingo, Editor, Building 820, Room 125, National Institute of Standards and Technology, Gaithersburg, MD 20899-0001, (Telephone: 301/975-3570; FAX: 301/926-4431; or E-mail: mingo@micf.nist.gov).

---

All lectures and meetings are open unless otherwise stated.

---

<p><b>THE NEW MAIL STOP FOR THE <i>NIST TECHNICALNDAR</i> IS BUILDING 820, ROOM 125. THANK YOU</b></p>
--

## **FEBRUARY 5 TO FEBRUARY 9, 1996 MEETINGS AT NIST**

2/5 MONDAY 11:00 a.m. RADIOMETRIC PHYSICS DIVISION SEMINAR: Activities of CIE Division 1-Vision and Colour—and Advances in Photometry, K. Sagawa, National Institute of Bioscience and Human Technology, Japan. Lecture Rm. D, Admin. Bldg. (NIST contact: Y. Ohno, 975-2321.)

2/6 TUESDAY 10:30 a.m. BUILDING AND FIRE RESEARCH LAB. FIRE SEMINAR: Fire Tests in Decommissioned Nuclear Reactor, L. Wolf, Univ. of Maryland. Rm. B245, Polymer Bldg. (NIST contact: J. Gilman, 975-6573.)

**THE REVISED SCHEDULE FOR THE NIST/NRC POSTDOC APPLICATION IS AS FOLLOWS:**

February 1, 1996, Deadline for NRC's receipt of applicants' two page application form and a rough draft proposal.

February 15, 1996, Deadline for NRC's receipt of applicants' supporting documents and the final proposal.

February 15, 1996, Deadline for NIST Academic Affairs Office's receipt of "NRC Laboratory/Center Review Form" from NIST Postdoc advisors.

Applicants should send copies of all related materials to their NIST advisors as soon as possible. Although we have this extension, the NIST Staff should urge all applicants to submit all forms as early as possible.

**For additional information get in touch with Jack Hsia, 975-306 or email, [jackh@nist.gov](mailto:jackh@nist.gov).**

The Office of International and Academic Affairs (OIAA) has information on a program administered by the National Research Council (NRC) which supports cooperation with scientists from the Newly Independent States (NIS) of the former Soviet Union. The Cooperation in Applied Science and Technology program provides incentive grants to U.S. scientists to host NIS colleagues for a period of 6 to 12 months to carry out joint research. More detailed information on this program can be found on the NRC homepage: <http://www.nas.edu> or contact Claire Saundry, OIAA at e-mail, [chubbard@micf.nist.gov](mailto:chubbard@micf.nist.gov) or 975-2386.

Advanced Notice

Joint Chemical Science and Technology Laboratory - Sigma Xi  
Colloquium

**MOLECULAR BEAUTY**

Roald Hoffmann\*

Department of Chemistry, Cornell University, Ithaca, NY

Tuesday, February 13, 1996, 10:30 a.m., Green Auditorium,  
Administration Building

What makes molecules beautiful? It may be their simplicity, a symmetrical structure. Or it may be their complexity, the richness of structural detail that is required for specific function. Sometimes the beauty of a molecule may be hidden, to be revealed only when its position in a sequence of transformations is made clear. Novelty, surprise, utility also play a role in molecular aesthetics, which is the subject of this lecture.

---

\*Professor Hoffmann is a corecipient of the 1981 Nobel Prize in Chemistry, the author of two volumes of poetry, of the Smithsonian Institution Press book "Chemistry Imagined," a unique art/science/literature collaboration with artist Vivian Torrence, and most recently, of "The Same and Not the Same," described in the "New York Times Book Review" (12/17/95), as "roughly equal parts art and science .... a primer for chemistry haters."

**For further information contact Bill Gadzuk, 975-2548 or Bill MacCrehan, 957-3122.**

Advance Notice

## **NIST Nanostructure Science Colloquium Series**

February 20, 1996, 10:30 a.m.

Lecture Room A, Administration Building

*This colloquium is the fourth of a series focused on research in the regime of nanometer sized dimensions. Colloquia will be held each month. A schedule of future colloquia is available at <http://physics.nist.gov/www/nano.html> and you may register to receive future announcements by e-mail by sending a request to [kim@epg.nist.gov](mailto:kim@epg.nist.gov).*

### **OPTICAL MICROSCOPY AT 10 ANGSTROM RESOLUTION**

Kumar Wickramasinghe, IBM T.J. Watson Research Center

Interferometric near-field optical microscopy achieving a resolution of 10 angstrom is demonstrated. The scattered electric field variation due to a vibrating probe tip in close proximity to a sample surface is measured by encoding it as a modulation in the optical phase of one arm of an interferometer. Unlike in regular near-field optical microscopes where the contrast results from a weak source (or aperture) dipole interacting with the polarizability of the sample, the present form of imaging relies on a fundamentally different contrast mechanism; sensing the dipole-dipole coupling of two externally driven dipoles (i.e. tip and sample dipoles) as we modulate their spacing. Recent results on applications of this technique will be presented.

**Technical contact: Robert Celotta, 975-3710, Information contact: Kim Chaney, 975-3707.**

Advance Notice  
NIST 95-96 Colloquium Series

**VERY COLD INDEED: THE NANOKELVIN PHYSICS OF  
BOSE EINSTEIN CONDENSATION**

Eric Cornell  
Fellow of JILA, NIST Physics Laboratory  
1995 Stratton Award Winner

*FRIDAY*, February 23, 1996  
10:30-11:30 a.m., Green Auditorium, Administration Building

As atoms get colder, they start to behave more like waves and less like particles. Cool a cloud of identical atoms so cold that the wave of each atom starts to overlap with the wave of its neighbor atom, and all of sudden you wind up with a sort of quantum identity crisis known as Bose Einstein Condensation. How do we get something that cold? And what is the nature of the strange goop that results?

**Anyone requiring special assistance should contact Lillian Ware on 975-4203. Colloquiums are videotaped and available in the Research Information Center.**

## **ADVANCE NOTICE and RESCHEDULE ANNOUNCEMENT**

The Symposium on Usability Engineering: Industry-Government Collaboration for System Effectiveness and Efficiency originally scheduled for January 10, 1996, has been rescheduled for:

February 26, 1996, at NIST

Simply put, it is critical for government and industry, in designing new government computer systems and in redesigning legacy systems, to be aware of the best practices now available for ensuring the usability of such systems. This symposium will bring together industry and government to exchange information and strategies for achieving effectiveness, efficiency, and satisfaction in computer-based government systems.

### **Topics:**

o Intro to Usability Engineering    o Standards & Guidelines    o Usability Trends in Gov. Sys.    o Industry Strategies & Practices    o Success Stories  
o Special Issues for Complex Sys.    o Costs and Benefits    o Making Usability Work in the Org.

### **Audience:**

o Project Development Managers    o Technical Staff & Researchers  
o Government Contractors    o COTS Product Vendors    o Procurement Officials    o Consultants    o Analysts & Engineers    o Policymakers

**Detailed Information:** via web at: <http://dsys.ncsl.nist.gov/pub/uesym/>

**Cost:** \$55 which includes lunch and materials.

**Registration:** contact Lori Phillips at 975-4513.

**Organizers:** L. Downey, NIST, Chair, 975-4659; Dr. S. Laskowski, NIST; E. Buie, CSC; Dr. R. Hartson, Virginia Tech.

**IMPORTANT NOTE: NIST employees who plan to attend are required to register and pay the \$55 fee.**

## CALL FOR POSTERS

### **Third Annual Sigma Xi Postdoctoral Poster Presentation**

February 29, 1996; Employees Lounge; 11 a.m. to 3 p.m.

The NIST Chapter of Sigma Xi invites all Post-Doctoral Fellows to present a poster on their scientific research to their NIST coworkers and friends. Guest Scientists who have received their advanced degree in the last 5 years are also welcome. The poster presentation will take place on February 29, 1996, in the Employee's Lounge from 11 a.m. to 3 p.m. and will be accompanied by refreshments. All the participating Post-Docs and Guest Scientists will be invited to a special luncheon hosted by Sigma Xi on March 1, 1996, when the award for the most outstanding poster will be announced.

To participate, please contact Barbara C. Levin (Building 222, Room A353, 975-6682; e-mail: [bclevin@enh.nist.gov](mailto:bclevin@enh.nist.gov)). Please provide the following information: Name, address, telephone #, e-mail address, scientific category of research (e.g., Physics, Math, Biotechnology) and title of the poster. A one page abstract needs to be submitted by February 1, 1996.

**Space is limited, so please sign up early.**

## MEETINGS ELSEWHERE

2/5—MONDAY 10:00 a.m. NAVAL RESEARCH LAB. NAVY CENTER FOR APPLIED RESEARCH IN ARTIFICIAL INTELLIGENCE (NCARAI) SEMINAR: The O-Plan Architecture and the <I-N-OVA> Constraint Model of Plans, A. Tate, Artificial Intelligence Applications Institute, Univ. of Edinburgh, U.K. NCARAI Conf. Rm., Bldg. 256, Bolling AFB, Washington, DC. (For further information call 202/404-7036.)

2/5—MONDAY 11:00 a.m. CARNEGIE INSTITUTION OF WASHINGTON GEOPHYSICAL LAB. (GL) SEMINAR: Experimental Constraints on Mantle and Core Differentiation, C. Agee, Harvard Univ., Cambridge, MA. Seminar Rm., Main Bldg., GL-DTM Grounds, Carnegie Institution, Washington, DC. (For further information call 202/686-2410.)

2/8—THURSDAY 11:00 a.m. CARNEGIE INSTITUTION OF WASHINGTON GEOPHYSICAL LAB. (GL) SEMINAR: Diffuse Scattering and Phase Transitions in Metamict Zircons and Titanites, J. Chrosch, Univ. of Cambridge. Seminar Rm., Main Bldg., GL-DTM Grounds, Carnegie Institution, Washington, DC. (For further information call 202/686-2410.)

2/8—THURSDAY 2:00 p.m. NAVAL RESEARCH LAB. (NRL) CONDENSED MATTER AND RADIATION SCIENCES DIVISION SEMINAR: Structural Phase Transitions in PbTiO<sub>3</sub> and PbZrO<sub>3</sub> From First Principles, U. Waghmare, Dept. of Applied Physics, Yale Univ., New Haven, CT. Rm. 127, Bldg. 65, NRL, Washington, DC. (For further information call L.L. Boyer, 202/767-0040.)

2/8—THURSDAY 4:00 p.m. CATHOLIC UNIV. OF AMERICA PHYSICS DEPT. COLLOQUIUM: Berry Phase in Electronic Wavefunctions, R. Resta, Dept. of Theoretical Physics, Univ. of Trieste, Italy. Rm. 106, Hannan Hall, The Catholic Univ. of America, Washington, DC. (For further information call L. Resca, 202/319-5334.)

2/9—FRIDAY 10:30 a.m. NAVAL RESEARCH LAB. (NRL) CONDENSED MATTER AND RADIATION SCIENCES DIVISION SEMINAR: Ground State and Structure, Phase Transitions and Phonons in KNbO<sub>3</sub> and KTaO<sub>3</sub> From First-Principles Calculations, A. Postnikov, Osnabrueck Univ., Germany. Rm. 127, Bldg. 65, NRL, Washington, DC. (For further information call W.E. Pickett, 202/404-8631.)



Advance Notice

National Cancer Institute, Office of Research Services  
International Society for Pharmaceutical Engineering

## **RESEARCH AND DEVELOPMENT FACILITY DESIGN GUIDELINES SYMPOSIUM**

March 4-6, 1996

Natcher Conference Center, NIH, Bethesda, MD

The National Institutes of Health (NIH) and the International Society for Pharmaceutical Engineering (ISPE) (a non-profit group) will sponsor a symposium to introduce the NIH biomedical facility design guidelines. The emphasis will be on the design of biomedical research laboratories, the application of the NIH guidelines, and arm chair tours of the most recently constructed NIH laboratories. Attendance at this symposium will benefit researchers, architects, engineers, research management, and others involved with the design or operation of biomedical research facilities.

The NIH has pioneered the development of design guidelines for NIH biomedical research facilities. As a result, NIH receives many questions regarding how NIH designs facilities and what design changes are anticipated in response to emerging research needs. The intent of this symposium is to share NIH's current expertise and experiences with the broader biomedical community.

**Space is limited and confirmation will be on a first-come, first-served basis. Payment must be included with registration.**

For further information and to register contact: International Society for Pharmaceutical Engineering, 3816 W. Linebaugh Ave., Suite 412, Tampa, FL 33624; Telephone: 813/960-2105; Fax: 813/264-2816.

**TALKS BY NIST PERSONNEL**

POIRIER, G.E.: "Mechanism of Image Contrast in Scanning Tunneling Microscopy of Alkanethiol Self-Assembled Monolayers," Lawrence Livermore National Lab., Livermore, CA, 2/5/96.

# NIST Administrative Calendar

Notices to be included should be transmitted in writing in time to be received by NOON on WEDNESDAY. Send to Management & Organization Division, Bldg. 415, Room 118, extension 4074, fax to 926-8091, or e-mail to [gmr@micf.nist.gov](mailto:gmr@micf.nist.gov).

February 5 - February 9, 1996

## **ADMINISTRATIVE ITEMS - New**

### Seminar on U.S. Taxation of Foreign Guest Researchers

All Guest Researchers receiving payments from NIST are required to file an income tax return with the U.S. Government and the State of Maryland (or other state of residence). To help understand these obligations and the procedures for filing tax returns, NIST has contracted Kathryn Bridges, an expert on foreign taxation, to present an income tax preparation seminar on Thursday, February 15, 1996, from 10:00 a.m. to 1:00 p.m., in the Green Auditorium, Administration Building.

All NIST foreign Guest Researchers with 1995 tax obligations are urged to attend this presentation. This will be the only seminar this tax year. NIST hosts of foreign Guest Researchers are also invited since their assistance could be helpful. There will be an opportunity for questions of a general nature.

### Replacement of Manholes

Plant Division has contracted out the replacement of five manholes. There are two underway located on the NE Corner of Building 226 and across from Building 235 on Center Drive. The work will be ongoing for several months. It should have minor traffic interference near the job sites. If there are any questions in regard to the work, contact Dave Henry on extension 6905 or e-mail [david.henry@nist.gov](mailto:david.henry@nist.gov).

Free Ricoh Supplies Available Developer 4000 for FT 3000, 4000, 5000, and 6080 series FT Toner 4000 for FT 4030, 4060, 4085, and 4065 series and Silicone Oil. If you are interested in any of these supplies, please contact Tine Faecke or Tammy Mandrich on extension 2835.

### Forms Announcements **PLEASE NOTE CORRECTION IN REVISION DATE**

Form NIST-1209 (REV. **2-95**), Request for Approval of Outside Activity, will be available from the Storeroom(s) and the MICF after December 29, 1995. Only this version is to be used. All previous versions (blank) of Form NIST-1209 are to be destroyed by recycling.

Form CD-240 (REV. 2-95), Invention Disclosure and Rights Questionnaire, will be available from the Storeroom(s) and the MICF after February 9, 1996. Only this version is to be used. All previous versions (blank) of Form CD-240 are to be destroyed by recycling.

#### Retirement Luncheon for Paul Johnson

Paul Johnson of the Occupational Health and Safety Division (Safety Office) will be retiring on March 2, 1996, after 33 years of government service. A retirement luncheon for Paul will be held on February 26, 1996, at 11:30 a.m. at the Hilton Inn (formerly the Marriott). There will be a buffet. The cost of the buffet is \$12.00 which includes tax and gratuity. If you would like to attend or contribute towards a gift, please see Jeanmarie or Dorothy in Building 301, Room B124 by February 21, 1996. Any questions, please call extension 5818.

#### Retirement Luncheon for Donald F. Martin

Due to the furlough, Donald Martin's retirement luncheon had to be rescheduled. Donald Martin of the Thermophysics Division, Pressure and Vacuum Group, retired on January 2, 1996. A luncheon will be held at the Golden Bull Restaurant on February 21, 1996, 11:45 a.m. social, lunch at 12:30 p.m. The cost is \$13.50 which includes tax and gratuity. Choice of entree is roast sirloin of beef, broiled half spring chicken, or broiled flounder. Reservations and money for the luncheon must be in by Friday, February 16, 1996. To make your reservation or to contribute towards a gift, please contact Ana at extension 4840 or Greg at extension 4832.

Memorial Donations On January 25, 1996, Barbara Wayne's father passed away. Barb runs the Bldg. 101 Blindstand and is well known to all. Donations are being accepted in lieu of flowers. For further information on making donations, please call Leigh Sherman on extension 5925.

#### Barbershop Appointments

Call *extension 5566* for appointments with Kim for haircuts on Mondays, Tuesdays, and Wednesdays. *Please note this is a new phone number.* Same day appointments are available. For appointment with Lena for haircuts on Thursdays or Fridays, call extension 3311.

## **ADMINISTRATIVE ITEMS - Continuing**

#### ATTENTION COMPRESSED GAS USERS!

The NIST Safety Office has been notified by the Air Products Company, Inc. (APCI) of a safety alert involving cylinders containing the following products: Fluorine (Technical Grade), Airopak (Fluorine Mixes), Chlorine Trifluoride (C.P. Grade), Hydrogen Fluoride (C.P. Grade), Boron Trifluoride (Electronic Grade), Sulfur Tetrafluoride (Technical Grade), or Hydrogen Chloride (Technical Grade) which are equipped with Superior Wrench Operated Valves. If the valve has a stamped lot code "GZ", "HZ", "IZ", "JZ", or "KZ" (which is located under the word Superior) there may be cracks in the valve body which will result in a leak. If you have any of the products identified above, please contact the Safety Office on extension 5818 for additional information regarding the action to be taken. NOTE: According to the information from APCI the leaks occur only when the valve is open.

#### ATTENTION OWNERS OF Uniphase Helium-Neon Series 1200 and 1300 Lasers

The NIST Safety Office has been notified by the Edmund Scientific Co. that the Uniphase Helium-Neon series 1200 power supplies and/or series 1300 systems manufactured from 11/01/93 until 12/01/94 may have a potentially dangerous key switch. A component inside the switch was manufactured of metal rather than insulating material and in case of failure could feed full line voltage to the key. If you have one of the systems described above, please contact Clark Warfield on extension

5820 or Janna Shupe on extension 5800 for additional identifying information (i.e. model numbers, etc.) and instructions as to how to have the condition corrected.

#### Electronics Support Available

The capabilities of a fully staffed and equipped custom electronics fabrication facility in the Physics Lab's Electron Physics Group is available to the NIST staff. Consultation, design, fabrication, and repair services are offered by an electrical engineer and two electronics technicians. Simulation, CAD/CAM printed circuit and chassis layout, electronic and mechanical assembly, testing and documentation are available for a wide variety of analog and digital circuitry. Please contact Alan Band (x 3764) for more information.

#### Retirement Luncheon for Richard W. Hyland

Richard W. Hyland of the Thermophysics Division, Vacuum and Pressure Group, retired on January 3, 1996. A buffet luncheon in his honor is being held at the Gaithersburg Holiday Inn on February 8, 1996. The cost of \$11.50 includes tax and gratuity. To make reservations or to contribute towards a gift, please contact Ana on extension 4840 or Greg on extension 4832 before Tuesday, February 6.

#### Retirement Luncheon for Jack Sugar

Jack Sugar of the Atomic Physics Division retired on Wednesday, January 3, 1996, after 35 years of government service. Because of the NIST furlough, the luncheon has been rescheduled for Tuesday, February 13, 1996, at 12:00 noon at the Turning Point Inn, Urbana, MD. The cost is \$20.00 which includes your choice of Atlantic Salmon, Turning Point Inn Salad, or New York Strip Steak. All choices include soup or salad, vegetables, a starch, dessert, coffee or tea, tax and gratuity. If you would like to attend and/or contribute towards a gift, please contact Laurie King on extension 3212 or Arlene Robey on extension 3221 by Friday, February 2nd.

#### Retirement Luncheon for James E.T. Brown

James E.T. Brown (Jim Brown) of the Fire Science Division retired on January 3, 1996, after 42 years of government service, 40 of which were at NBS/NIST. A retirement luncheon for Jim will be held on February 16 (furlough or not) at 11:30 a.m. at the Willow Tree Inn at the Montgomery Village Golf Club. There will be a buffet lunch which will include: honey baked chicken, beef burgundy, tossed salad, rice pilaf, vegetable medley, fruit platter, rolls, and assorted desserts. The cost of the buffet is \$18 which includes tax and gratuity. If you would like to attend, please see Ruth (224/B258, x6693) or Marva (224/A249, x6879) by February 12.

### **PCX** No. 260 \_\_\_\_\_ February 5, 1996

PC-EXCHANGE: Share your PC problems, questions, etc. so that other staff members can benefit from your experience or offer suggestions to address your PC needs. Mail/phone your contributions (anonymously or with credit) to Gaithersburg PC Assistance. Gaithersburg PC Assistance: Call the PC Assistance Hotline (voice or TDD), 301/975-3099; Admin/A738; e-mail PCASSIST@micf.nist.gov. Gaithersburg PC Maintenance and Hardware Upgrades: Call the PC Maintenance Hotline, 301/975-4090. Boulder PC Assistance or Maintenance: Call the Boulder PC Support Hotline, 303/497-3931; Room 1-4050; e-mail PCASK@bldrdoc.gov.

260.1 ELIMINATING THE PROMPT FOR A WINDOWS 95 NETWORKING PASSWORD - Several users have asked if there is a way to eliminate the Win95

prompt for a networking password each time Win95 is started. This can be accomplished through the following procedure: First, set your primary network logon to Windows Logon. To do so, 1) use the right mouse button to click Network Neighborhood, and then click Properties on the menu that appears; 2) on the Configuration tab, click Windows Logon in the Primary Network Logon box, then click OK; 3) when Windows prompts you to restart your computer, click No. Next, set the password for Windows Logon to a blank password. To do this, 1) click the Start button, point to Settings, and then click Control Panel; 2) double-click the Passwords icon; 3) on the Change Passwords tab, click the Change Windows Password button, click OK, then set a blank password. Note: For Win95 users who have installed OnNet 2.0, this procedure does not eliminate the password prompt generated by the InterDrive 95 software.

**260.2 LOST MAIL IN EUDORA** - We have occasionally had users report that mail messages which they have read on laptops or home systems, properly configured to leave mail on server, have never showed up on their work systems. Thanks to Hobie Audet (887) we now have an explanation for this and a solution to the problem. The problem arises when mail is first checked by a system which is configured to leave mail on server (generally a travel or home PC). That system reads the mail and marks it as having been read. When the office machine reads the mail, it detects that the mail has already been read and deletes it without first downloading it. This is happening because of the setting of the Leave Mail on Server suboptions on the office machine, which are greyed-out and unavailable when Leave Mail on Server is not selected, but which nevertheless have an effect on the way mail is handled. Specifically, if Leave Mail on Server is turned off (as it should be on your office PC) and the suboption "Status: headers" is turned on, then mail that has already been read by any PC is deleted when you check your mail. In other words, that combination of settings tells Eudora that you are not interested in retrieving mail that has already been retrieved by the same PC or by any other PC. To correct this setting on your office PC, click on Special, Settings..., Checking Mail. Check the Leave Mail on Server switch to turn that option on. This will enable the three sub-options. Check the option that says "First message not read by this machine." Then uncheck the Leave Mail on Server switch. When you do this, the sub-options will be greyed out, but they will still have an effect on how mail is retrieved. Finally, click on OK to save the settings.

**260.3 HOW DO I CONVERT A WP FOR WINDOWS TABLE INTO A CHART?** - This can be done very easily in WordPerfect for Windows by clicking in any of the cells in a table and choosing Graphics, Chart. WP Chart is launched and a chart is filled in with the data from the table. You can then customize the chart as needed. When you click outside the chart, the graphic is inserted in the document. This same process also works with imported spreadsheets and database files.

**260.4 HOW DO I FILL IN A WPWIN TEMPLATE MULTIPLE TIMES?** - This is done with the WordPerfect for Windows Template Fill feature. First, fill out the first copy of the template you are working with. Print or save the file, but do not close the file. With the document still in the current window, choose Template Fill from the toolbar and the Template Information dialog box displays again, waiting for new information. You can continue this process as many times as needed. The Template Fill button is included on the default toolbar used with most of the automated templates. You can also add the Template Fill button to other toolbars, if desired.

## **NIST STOREROOM NEWS**

### Storeroom Hours

Effective January 22, 1996, the NIST North Storeroom located on the 3rd floor, Room 346 opened. The hours of operation are 1:30 to 4:00 p.m., Monday - Friday.

Effective January 22, 1996, the Building 101 (Admin.) Storeroom hours changed. The new hours of operation are 8:30 a.m. to 1:00 p.m., Monday - Friday.

The Main Storeroom (Bldg. 301) is now Self-Service. The hours of operation will remain the same, 7:30 a.m. to 4:00 p.m. (closed 12 noon to 1:00 p.m. for lunch).

## **OFFICE OF INFORMATION SERVICES - News**

### Information Center Tours

A 30-minute tour of the NIST Research Information Center is given on the 2nd Wednesday of every month. A member of the Research Information Services staff is on hand for as long as necessary afterwards to answer questions, or to arrange for more detailed explanations of specific areas.

No reservation is required. If you have any questions, or want to make suggestions about what should be covered, call Marietta Nelson on extension 3055. Next tour: Wednesday, **February 14, 1996**, at 10:30 a.m.

### Attention RIC Patrons

The RIC is now receiving the complete set of Materials Research Society Symposium Series publications. The Fall 1995 volumes have been received and will be available for circulation shortly. The volumes will be classified and shelved according to their individual topics, and not as a set. Comments should be addressed to Beth Bloomquist (whiting@enh.nist.gov) or x2809. Thank you.

### Training on the NIST Virtual Library

The Research Information Center is offering training on the NIST Virtual Library, which provides online access from your desktop computer to a variety of information resources and services. The next training date is February 13, 9:00-11:30 a.m., in Room A41 in the basement of the Administration Building. There is no cost and participants should know how to use a mouse. To register, please call Diane Cunningham on extension 3053.

### Other Training Notices

For information on "Navigating the Internet with Netscape," please see the Computer Training section under Training and Education Opportunities in this issue of the Administrative Calendar.

### Attention RIC Patrons

The RIC is reviewing the serials subscriptions/usage/cost for possible cancellations. If you have a need for any of these titles, please contact Beth Bloomquist at whiting@enh.nist.gov or ext. 2809. Thank you.

Environment (TD1)  
Environment international (TD169)  
Enviro (TD196)  
Environmental research (RA565)  
Environmental science and technology (TD180) - also microform/online  
EPRI journal (TK1001)

Ergonomics (TA166)  
Futurist (CB158)  
Gold bulletin and gold patent digest (TS377)  
Human factors (T58)  
Journal, American Water Works Assoc. (TD201)

Journal of food science (TX1)  
 Journal of medicinal chemistry (RS402)  
 - also microform/online  
 Journal of natural rubber research  
 (TS1870)  
 Journal of the atmospheric sciences  
 (QC851)  
 Journal of the audio engineering society  
 (TK5981)  
 Journal of the textile institute (TS1300)  
 Mercury (QB1)  
 Meteorology and atmospheric physics  
 (QC851)  
 Power (TJ1)  
 Radio science (QC851)  
 Remote sensing of environment  
 (QE33)  
 Reviews in mineralogy (QE351)  
 Rubber developments (TS1870)  
 Tele (TK4)  
 Textile research journal (TS1300)  
 Trends in genetics (QH426)

Vision research (QP474)  
 Marine environmental research (GC1)  
 Journal of symbolic logic (BC1)  
 Geographical analysis (G70)  
 Statistics theory and methods abstracts  
 (HA1)  
 Reports of statistical application  
 research (HA1)  
 Journal of official statistics (HA1523)  
 NBER reporter (HB1)  
 Journal of economic theory (H)  
 Economic computation and economic  
 cybernetics study and research  
 (HB131)  
 Journal of mathematical economics  
 (HB135)  
 Journal of agricultural economics  
 (HD1401)  
 Rand journal of economics (HD2763)  
 Engineering economist (HD28)  
 News/U.S. Dept. of Labor, Bureau of  
 Labor Stat. (HD4826)  
 International journal for housing science  
 and its application (HD7285)  
 Rohm and Haas reporter (HD9651.9)  
 Automation in construction (HD9715)  
 Thomas Cook European timetable  
 (HE3004)  
 Business America (HF1)  
 Sarah Stambler's marketing with  
 technology news (HF5415)  
 Journal of urban planning and  
 development (NA9000)  
 Science of the total environment  
 (RA565)  
 International journal of radiation  
 oncology, biology, physics (RC271)  
 American Industrial Hygiene Assoc.  
 journal (RC963)  
 Journal of orthopaedic research  
 (RD701)  
 AJR (RM845)  
 Naval research logistics (V)

**SEBA - STANDARD EMPLOYEES BENEFIT ASSOCIATION**



### Attention Golfers

The 1996 annual meeting of the NIST Golf Association will be Monday, February 12, 12:00 noon, in Lecture Room A, Admin. Building. All interested persons are invited to attend. Note that a SEBA membership is required for league play. Get your SEBA card for 1996. Meeting topics include team formation, first play date, officer selection, and by-law revisions. For further information contact L. Slaback (x5810, slaback@micf.nist.gov) or Rick Carter (x4870, rwcarter@enh.nist.gov).

## **CAFETERIA MENU** (Subject to change without notice)

<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
<b>Special</b>	<b>Special</b>	<b>Special</b>	<b>Special</b>	<b>Special</b>
Pork Chop	Chicken Cacciatore	Stir Fried Beef & Vegetables	Meatloaf	Seafood Au Gratin
Spanish Rice	Rice	Rice	Mashed Potatoes	Italian Zucchini
Green Peas	Roman Vegetables	Seasoned Kale	Fiesta Corn	Mixed Vegetables
Cheese Cake	Roll & Butter	Roll & Butter	Roll & Butter	Roll & Butter
<b>Entrees/Vegs</b>	<b>Entrees/Vegetables</b>	<b>Entrees/Vegetables</b>	<b>Entrees/Vegs</b>	<b>Entrees/Vegs</b>
Burrito	Burrito	Burrito	Taco Salad	Burrito
Chick/ King	Chicken Cacciatore	Chicken Kiev	Burrito	Chicken Fajita
Pork Chop	Country Fried Steak	Stir Fried Beef & Vegetables	Arroz Con Pollo	Seafood Au Gratin
Green Beans	Lyonnais Squash	Seasoned Kale	Meatloaf	Mac & Cheese
Green Peas	Roman Vegetables	Whole Baby Carrots	Fiesta Corn	Italian Zucchini
Spanish Rice	Glazed Acorn Squash	Baked Potato	Mashed Potatoes	Corn/Cars & Peas
Rice	Rice	Rice	Rice	Rice
<b>Soup/Internl</b>	<b>Soup/International</b>	<b>Soup/International</b>	<b>Soup/Internl</b>	<b>Soup/Internl</b>
Beef Barley	Vegetable		Onion Soup	Clam Chowder
Pasta	Pasta		Pasta	Pasta
			Old Fashioned Bean	
			Oriental	

## **TRAINING AND EDUCATION OPPORTUNITIES**

To reserve a space in any training course an approved NIST Request For Training Memo must be submitted unless otherwise noted. Receipt of the approved Memo serves as your space registration. All classes will be filled on a first-come-first-served basis. Without an approved Memo, we are unable to reserve a space in any class. Please forward the approved Memo as soon as possible when planning your training. If you have any questions, please call x3017. Thank you!

### **\*\*MANAGEMENT UPDATE SERIES\*\***

The Management Update Series is a series of monthly briefings for all supervisors and managers focusing on administrative subjects critical to the way we operate. The Request for Training Memo is not required for sessions in the Management Update Series, unless otherwise noted.

#### **LEAVE AND ABSENCE AND DUTY HOURS**

Instructor: John Hanson, Office of Human Resources Management  
Cost: NONE  
Date: February 7, 1996  
Location: Lecture Room D, Administration Building  
Time: 1:30 p.m. - 3:00 p.m.

#### **LEAVE AND ABSENCE AND DUTY HOURS FOR XO'S, AO'S AND T&A LIAISONS**

Instructor: John Hanson, Office of Human Resources Management  
Cost: NONE  
Date: February 14, 1996  
Location: Lecture Room B, Administration Building  
Time: 1:30 p.m. - 3:00 p.m.

### **GIVING EFFECTIVE PRESENTATIONS**

Description: Would you like your presentation to be more interesting to those in your audience? Would you like to experience more pleasure and less anxiety in preparing and delivering your presentations? If so, this workshop is for you. Don Swenholt will offer tips for making dry material come alive. He can help you make your long presentations seem short and the complex seem simple. You'll be able to gain and hold the attention of an audience.

Instructor: Don Swenholt of Don Swenholt and Associates

Cost: Approximately \$275 per participant

Dates: February 21, 9-4, February 22, 9-4 and February 23 for 1 hr. 1996

Location: Lecture Room C, Administration Building

**PLEASE NOTE:** Request for Training Memo must be submitted by February 7, 1996. This class is limited to 12 people!

### **STUDENT EMPLOYMENT REGULATIONS**

Instructor: Sherman Hatchett, Office of Human Resources Management

Cost: NONE

Date: March 6, 1996

Location: Lecture Room C, Administration Building

Time: 1:30 p.m. - 3:00 p.m.

### **PROCUREMENT AND SUPPLY**

Instructor: Norm Osinski, Acquisition and Assistance Division

Cost: NONE

Date: March 18, 1996

Location: Lecture Room E, Basement 101

Time: 1:30 p.m. - 3:00 p.m.

### **\*\*GENERAL TRAINING\*\***

#### **CONFLICT RESOLUTION AND CONFRONTATION SKILLS FOR SUPPORT STAFF**

Description: In this workshop you will learn how to keep your cool, stand your ground and reach a positive solution!

Instructor: CareerTrack

Cost: Approximately \$150 per participant

Date: February 22, 1996

Location: Lecture Room D, Administration Building

Time: 9:00 a.m. - 4:00 p.m.

**PLEASE NOTE:** Request for Training Memo must be submitted by February 8, 1996.

### **MAKING MEETINGS WORK**

Description: Ask professionals what interferes with their productivity. High on their list will be the time they spend in meetings. **MAKING MEETING WORK** is a 4 hour workshop designed to help planners and participants make meetings more productive and shorter!

Those completing **MAKING MEETINGS WORK** will be better able to:

- o Plan and stick to an agenda for a meeting
- o Keep meetings on track when they begin to go astray
- o Determine, record, and follow up on the outcome of meetings
- o Limit interruptions, intrusions, digressions, and the many timewasters of meetings

Instructor:

Don Swenholt & Associates, Inc.

Cost: Approximately \$60, per participant

Date: March 6, 1996

Location: Lecture Room C, Administration

Time: 8:30 a.m. - 12:30 p.m.

**PLEASE NOTE:** Request for Training Memo must be submitted by February 21.

### **PRE-RETIREMENT SEMINAR**

Description: In this 1-day seminar you will learn the Civil Service/FERS Retirement Benefits and Social Security Benefits/Medicare. This seminar is for those employees who are thinking of retiring in the next 5 years. Joanne McGehrin is a great instructor!

Instructor: Joanne McGehrin

Cost: Approximately \$100 per participant

Date: March 21, 1996

Location: Lecture Room E, Basement 101

Time: 8:30 a.m. - 4:00 p.m.

**PLEASE NOTE:** Request for Training Memo must be submitted by March 7.

**NOTE: Spouses are welcome!**

### **EFFECTIVE WRITING FOR PROFESSIONALS**

Persons to attend course: Professionals who are skilled writers but need to further refine their writing style.

Description: Writing effectively means more than just writing correctly. It means developing a sensitivity to the reader's needs, an awareness of the purpose of writing a specific communication, and the ability to order ideas and word them for maximum impact and clarity. By the conclusion of the course, participants will be more constructively critical of their own writing and will begin to apply the writing principles discussed in class.

Instructor: Carol Solomon of Carol Solomon and Associates

Cost: Approximately \$150 per participant

Dates: March 5, 7, 12 and 14th

Location: Lecture Room C & F, Administration Building

Time: 9:00 a.m. - 12:00 noon

**PLEASE NOTE:** Request for Training Memo must be submitted by February 20.

### **\*\*COMPUTER TRAINING\*\***

All NIST Request for Training Memo's must be received by the Training Office at least two weeks prior to the start date of the course unless otherwise noted. At this time, the Training Office will either obligate to the instructor or cancel the class. Receipt of the approved Memo serves as your space registration. All classes will be filled on a first-come-first-reserved basis. Any questions please call Pat on x3017.

**Introduction to Windows is a prerequisite for all Windows applications!**

**All classes will be held in A41, Basement 101. All 1-Day Classes will be \$125. All 2-Day Classes will be \$225, unless otherwise stated.**

### **EUDORA TRAINING**

Description: This short (2 1/2 hour) class will teach participants how to send and receive electronic mail using PC-Eudora for Windows, how to create and manage mailboxes, nicknames and distribution lists, how to write rules to automatically direct incoming and outgoing mail to specific mailboxes, and how to send and receive files as attachments.

**Some prior experience using MS-Windows is required.**

Instructor: Chuck Eater of the Information Systems Division

Cost: NONE

**Dates and Times:** February 15, 1:00 p.m. - 3:30 p.m.

February 23, 1:00 a.m. - 3:30 p.m.

March 8, 9:00 a.m. - 11:30 a.m.

DN-11's are not required but send an E-Mail message to Patricia.oconnor.@nist.gov to register for a space.

### **UPGRADING FROM WP5.1 TO WP FOR WINDOWS 6.1**

Description: Your productivity will increase significantly with 6.1 by taking advantage of the Powerbars, Toolbars, Templates, and Coaches. First you'll learn how to use all the icons that appear each time you load the program, then you'll learn about some of the most remarkable, easy-to use features available in any wordprocessor on the market. And of course we'll cover your basic features Bullets, tabs, alignment, formatting, and tables as they are easier than ever. You'll also learn some of WP 6.1's Quick features that will allow you to get your work done more quickly.

Instructor: Impact Services, Inc.

Date: February 21, 1996

Time: 9:00 a.m. - 4:00 p.m.

**PLEASE NOTE:** Request for Training Memo must be submitted by February 7.

### **UPGRADING FROM WP5.1 TO WP FOR WINDOWS 6.1**

Description: This class will cover the same material as the class above.

Instructor: Lyndie Billey and Associates

Date: February 16, 1996

Time: 9:00 a.m. - 4:00 p.m.

**PLEASE NOTE:** Request for Training Memo must be submitted ASAP.

### **INTRODUCTION TO WINDOWS**

Description: This one-day class will teach those new to the Windows environment the benefits of using Windows.

Instructor: Lyndie Billey and Associates

Date: February 12, 1996

Time: 9:00 a.m. - 4:00 p.m.

**PLEASE NOTE:** Request for Training Memo must be submitted ASAP.

### **INTRODUCTION TO WINDOWS**

Description: This class is designed for students who want to learn the basic features of Microsoft Windows 3.1. These features include starting Windows, using the Help feature, starting an application, running multiple applications, creating and adding groups, using File Manager, and changing program item properties.

Instructor: Executrain

Date: February 14, 1996

Time: 9:00 a.m. - 4:00 p.m.

**PLEASE NOTE:** Request for Training Memo must be submitted ASAP.

### **INTRODUCTION TO WINDOWS**

Description: This one-day class will teach those new to the Windows environment the benefits of using Windows.

Instructor: Business Support Training, Inc.

Date: February 9, 1996

Time: 9:00 a.m. - 4:00 p.m.

**PLEASE NOTE:** Request for Training Memo must be submitted ASAP.

### **INTERMEDIATE MICROSOFT WINDOWS 3.1 (NEW VENDOR EXECUTRAIN!)**

Description: This class is designed for students who want to start an application from Windows without using an icon, use shortcut keys, add programs to windows, use Character map, record and run macros, and use the Clipboard. In addition, students will learn to use File Manager to change file attributes, search for files, create Program Manager icons, and use Drag and Drop to open and print files.

Instructor: Executrain

Date: February 22, 1996

Time: 9:00 a.m. - 4:00 p.m.

**PLEASE NOTE:** Request for Training Memo must be submitted ASAP.

### **DBASE V FOR WINDOWS**

Description: In this course you will learn the fundamentals of relational database design and how to implement your design in the dbase for Windows environment. Hands-on exercises include: creating and modifying tables; adding, deleting and displaying data; querying the database; and generating simple reports.

Instructor: Business Support Training, Inc.

Time: 9:00 a.m. - 4:00 p.m.

Date: February 28 & 29, 1996

**PLEASE NOTE:** Request for Training Memo must be submitted ASAP.

### **QUICK PROCUREMENT SYSTEM (QPS) TRAINING FOR THE USE OF THE BANKCARD/BLANKET PURCHASE AGREEMENT (BPA)**

Description: This one-day class will provide new BankCard holders and approving officials with easy instructions on the use of the BankCard. Topics to include: cardholder and approving official duties, listing of restricted items, checklist for placing BankCard/BPA orders, QPS hands-on data entry, and instructions on reconciling your monthly statement.

Instructor: The Acquisition and Assistance Division

Cost: NONE

Date: February 26, 1996

Location: A41, Administration Building

Time: 9:00 a.m. - 4:00 p.m.

**PLEASE NOTE:** This training is "MANDATORY" for all new BankCard holders and approving officials. DN-11's are not required, however, please reserve your space by sending an E-Mail message to Patricia.oconnor@nist.gov.

### **INTRODUCTION TO LOTUS**

Description: This one-day workshop is for people who want to know the techniques to get you up and running in Lotus for Windows!

Instructor: Lyndie Billey and Associates

Time: 9:00 a.m. - 4:00 p.m.

Date: February 20, 1996

**PLEASE NOTE:** Request for Training Memo must be submitted ASAP.

**NAVIGATING THE INTERNET WITH NETSCAPE**

The objective of this introductory hands-on workshop is to practice accessing and retrieving information via the Internet using Netscape Navigator client software for Microsoft Windows. For best results, participants should have some prior experience using the Internet and should know how to use a mouse. A Request for Training Memo is not required.

Instructor: Jeff Harrison, Office of Information Services

Cost: NONE

Date: February 15, 1996

Location: A41, Administration Building

Time: 9:00 a.m. - 12:00 noon

To register, contact Jeff Harrison, x3054 or [jharrison@enh.nist.gov](mailto:jharrison@enh.nist.gov).

# GAITHERSBURG VACANCIES

February 02, 1996

Vacancy Announcements will not be available until the above date.

<u>Div.</u>	<u>Title</u>	<u>Series</u>	<u>Payband</u>	<u>Salary Range</u>	<u>Known Promotion Potential</u>	<u>Vacancy Number</u>	<u>Closing</u>
-------------	--------------	---------------	----------------	---------------------	--	---------------------------	----------------

## **ZS**

### **OPEN TO CURRENT NIST STATUS EMPLOYEES**

109	Admin Support Assistant (OA)	0303	III	\$20,989-\$32,613	IV	NIST/0042/KY	02/16/96
-----	------------------------------	------	-----	-------------------	----	--------------	----------

## **ZS**

### **OPEN TO CURRENT DOC STATUS EMPLOYEES**

108	Mail and File Clerk (OA)	0305	I/II	\$13,132-\$27,297	II	NIST/0095/KY	02/16/96
-----	--------------------------	------	------	-------------------	----	--------------	----------

## **WG**

### **OPEN TO CURRENT NIST STATUS EMPLOYEES**

351	Utility Sys Repair/Op	4742	WG-10	\$14.99-\$17.52/hr	NONE	NIST/0094/BL	02/09/96
-----	-----------------------	------	-------	--------------------	------	--------------	----------

**NIST maintains an Applicant Supply File for all our Shortage Occupations. Both government and non-government applicants (including current NIST and DOC employees) may submit a job application to be placed in the NIST Applicant Supply File at any time. Your application will be retained in the NIST Applicant Supply File for 90 days and you will be considered for specific vacancies as they occur. A separate application is required for each occupation. If you wish to extend your period of consideration beyond 90 days, you must submit a new application package. Following is a list of the NIST Critical Shortage Occupations:**

**Paybands I thru V for Engineering, Computer Scientist, Metallurgist, and Mathematical Statistician positions. Paybands III thru V for Physical Science, Computer Specialist, Biological Science, Social Science, Research Psychology, and Economist positions. Paybands I & II for Accounting positions. Payband III for Nuclear Engineering Technician positions. Paybands I thru IV for Clerical Support(OA), Office Automation Assistant (OA) and Secretary(OA) positions. Paybands II-IV for Security Guard positions.**

**TELECOMMUNICATIONS DEVICE FOR THE DEAF: DIAL (301) 975-3007 8:30 a.m. - 5:00 p.m. or contact Maryland Relay Service at 1-800-735-2258.**

**NIST PERSONNEL INFORMATION HOTLINE: DIAL (301) 926-4851. This is an outside call. Boulder vacancies are listed in the Boulder Lab Weekly Bulletin.**